

EXHIBIT 9-M

Public Facility Construction Management Checklist

Date(s)	a. Set up your CDBG Public Facilities Contracts File. (See Chapter 1, page 1-25.) Consult with your CDBG liaison to clarify requirements. Review Section I (Public Facility Construction Management) of the CDBG Project Monitoring Guide (Exhibit 12-A).
	b. Select engineering and/or architectural services in accordance with federal/state procurement standards appropriate for competitive negotiation. (<i>Chapter 3, Procurement Standards and Chapter 9, page 9-8 and following</i>)
	c. Prepare design plans and specifications and bid and contract document items -- including the required federal and state construction contract provisions -- and request and receive all necessary reviews and approvals from CDBG and from all other funding agencies. (<i>Chapter 9, page 9-9 and following; and Exhibit 9-J</i>)
	d. Provide for the appropriate advertisement of bid solicitations. (Chapter 9, page 9-12 and following)
	e. Provide for the appropriate bid security procedures. (<i>Chapter 9, page 9-14 and following</i>)
	f. Conduct bid openings in a proper manner and give appropriate attention to bid review procedures. (<i>Chapter 9, page 9-14 and following</i>)
	g. Award construction contracts to the lowest responsible bidder within the required time after getting a debarment review from CDBG. (<i>Chapter 9, page 9-17 and following</i>)
	h. Hold a pre-construction conference -- inform the prime contractor and all subcontractors performing contract construction work of their labor standards and civil rights obligations. (Chapter 9, page 9-18 and following)
	i. Provide the required notices when initiating construction activities. (<i>Chapter 9, page 9-18 and following</i>)
	j. Monitor contractors' activities throughout the construction period -- to ensure that performance is in accord with the technical specifications and that compliance is maintained with all federal, state, and local standards and the terms of the contract(s). (<i>Chapter 9, page 9-19 and following</i>)
	k. Conduct the final inspection and file the required notices and reports with the appropriate agencies. (<i>Chapter 9, page 9-21 and following</i>)
	l. Throughout the project, assure compliance with labor standards (weekly payroll reviews, labor interviews, etc, as explained in Chapter 6), and secure CDBG and other agencies' prior approval for change orders that affect the CDBG project budget, scope of work or construction schedule.
	m. Record and document required Construction Management actions (<i>Chapter 9, page 9-22 and following</i>) in your CDBG Public Facilities Contracts File (<i>See Chapter 1, page 1-25</i>).